



REQUEST FOR (PIPO) PROMOTION*

***Unity Settlement Article 23.5 – Preferential Interviews for Promotional Opportunities**

State Form 51543 (12-03)

Name of Employee	Seniority Date
Home Mailing Address (number and street, city or town, state, ZIP Code)	
Home Area Code and Telephone Number	

I hereby request a preferential interview for a promotional opportunity (PIPO) to:

Agency NOT APPLICABLE – promotional opportunity must be in same agency, same facility, and same job family as current position.	Department	
Shift	Location NOT APPLICABLE – promotional opportunity must be in same facility as current position	
Job Title	Class Code	Posting Number
List any special training or qualifications that you have for this position:		

Information about your current job:

Agency	Department
Shift	Location
Current Job Title	Class Code
HR Verification	
Have you interviewed for this classification in the past twelve (12) months? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list date(s) of interview(s):	
Have you successfully completed a working test in your current classification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been placed on a Work Improvement Plan within the past twelve (12) months? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any active* discipline in your file? <input type="checkbox"/> Yes <input type="checkbox"/> No *Reprimands are active for 2 years; Suspensions & Reprimands in lieu of Suspensions are active for 3 years	

Signature of Employee	Date
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Human Resources Verification		
Class Code & PCN of Current Job	Current Job Info Verified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Class Code & PCN of Requested Job	Same Job Family? <input type="checkbox"/> Yes <input type="checkbox"/> No Same Transfer Unit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Request Received	Request timely? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Employee is eligible for this request <input type="checkbox"/> Employee is NOT eligible for this request		
Name of HR Staff Verifying Info	Signature	Date

Unity ARTICLE 23.5
Preferential Interviews for Promotional Opportunities

Section A.

The State agrees to consider internal promotional candidates for vacancies it seeks to fill.

1. A bargaining unit employee who has
 - a. successfully completed a working test period in his/her current classification, and
 - b. who meets the minimum and specific position qualifications of a vacancy the State seeks to fill in the bargaining unit, may request an interview for a promotion as defined in Paragraph 3.
2. A promotion is
 - a. a vacancy that the State seeks to fill,
 - b. which involves a change from one bargaining unit classification to another bargaining unit classification
 - c. that has a higher maximum salary rate, and
 - d. is in the same job family as the employee's current position but at a higher skill level, as defined by State Personnel, and
 - e. is in the same transfer unit as the employee's current position, as defined in Section F.
3. A qualified employee seeking a promotion under this Article shall complete a Request for Promotion form provided by the State. In addition to job bank postings, vacancies will be posted within the transfer unit for at least seven (7) working days.
4. When a vacancy occurs that the State seeks to fill, and provided that the vacancy is not filled from the recall list or through demotion, or the return to status of an employee on a promotional working test, the State is obligated to interview the two (2) most senior, qualified promotional candidates within the transfer unit who have submitted Request for Promotion forms. A candidate's right to be offered an interview does not entitle the candidate to be offered the promotional appointment.
5. If none of the employees interviewed under Paragraph 4 are selected for promotion, the State shall then fill the vacancy in accordance with the procedures of Article 23 - Transfers.
6. The foregoing provisions shall in no manner restrict the State's right to reassign or reallocate personnel or positions prior to determining the vacant position it will attempt to fill under this Article.

Section B. Where a promotion achieved through the process of this Article would create a circumstance that would adversely affect the health, safety or welfare of the client population or institution, an otherwise eligible requestor will not be entitled to an interview under this Article. No employee is entitled to more than two (2) interviews for promotion to the same classification within a twelve (12) month time period. Any employee who achieves a promotion through this Section, but does not successfully complete the working test period and is returned to status shall not be entitled to another interview for the same classification under this Article for a period of twelve (12) months from the date of the return to status.

Section C. Employees may submit applications for vacancies under the rules promulgated at 31 IAC 1 and 31 IAC 2. However, an employee who has submitted a Request under this Article and is selected for the promotion is not entitled to a Transfer under Article 23 to another position in the new classification until successfully completing a working test period in the new classification. Removal from a promotional working test period is covered in Article 11 Section B.

Section D. Employees placed on a work improvement plan shall not be eligible to submit a Request for Promotion under this Article within twelve (12) months of being placed on the work improvement plan.

Section E. Employees who have active discipline placed in their personnel file shall not be eligible to submit a Request for Promotion for the time period(s) specified in Article 13 Section E.

Section F. Transfer Units

For purposes of this Article, "transfer unit" is defined as follows unless otherwise agreed to by both parties through the labor/management process:

1. Department of Correction.
 - A. Each of the Correctional Facilities.
 - B. Central Office.
2. Department of Transportation.
 - A. Each of the six (6) Districts.
 - B. Toll Road.
 - C. Central Office.
3. Family and Social Services Administration.
 - A. Each of the Individual Institutions.
 - B. Each County Office of the Division of Family and Children.
 - C. Central Offices of FSSA
4. Department of Health.
 - A. Each of the Institutions.
 - B. Central Office.
5. Indiana Department of Natural Resources.
 - A. Each Property.
 - B. Each Division.
6. Indiana State Police Department.
 - A. Each District.
 - B. Each Division.
7. Department of Revenue.
 - A. Each of the District Offices.
 - B. AmeriPlex
 - C. Central Office.
8. Adjutant General's Department
 - A. Stout Field
 - B. Camp Atterbury
 - C. Baer Field
 - D. Hulman Field
 - E. Each Armory/Reserve Center
9. Department of Administration.
 - A. Each Division.
10. Department of Workforce Development.
 - A. Central Office.
 - B. Each Workforce Service Area (WSA)